

Slide 1

**The Summer Food Service Program**

**2023 SFSP Application Requirements & Deadlines**

**March 2, 2023**

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Summer Food Service Program Coordinator

**SUMMER FOOD  
SUMMER FUN!  
WEBINARS**

WISCONSIN DEPARTMENT OF  
**Public Instruction**  
Jill K. Lindberg, PhD, State Superintendent

Welcome to the SFSP Mini Series Webinar. The topic of this session is the 2023 SFSP Application: Requirements and Deadlines. Questions regarding your SFSP application may be directed to your assigned consultant. This list can be found on our website, on the Materials & Resource page, under the Application section.

**Application Process**

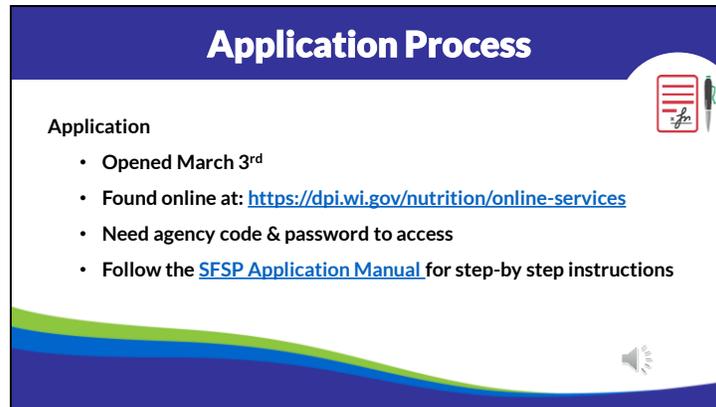
**Final Rule Changes**

- Performance Standards
- Site Monitoring
- Closed Enrolled Site Eligibility
- Offer Versus Serve for Non-SFA sponsors
- Meal Service Times
- Site Caps
- Field Trip Notifications
- Alternate Meal Service Time Approvals

The slide features a blue header with the title 'Application Process'. Below the header, the text 'Final Rule Changes' is followed by two columns of bullet points. A small icon of a document with a pencil is in the top right corner, and a speaker icon is in the bottom right corner. The slide has a decorative wavy border at the bottom with blue, green, and yellow colors.

In January, DPI issued a SFSP Bulletin that notified potential sponsors of regulatory changes that will take affect in May. Most of these changes are things that were already implemented via policy, but are now written within regulations, with some modifications. A number of these changes do impact information submitted within the SFSP application. For our new sponsors and sponsors that do not operate other Child Nutrition Programs, we will be asking for a full management plan once every three years that demonstrates your organization’s ability to administer the SFSP. The sponsors that are impacted by this change, will be notified by DPI in March with specific instructions on what to submit. All other sponsors may continue to submit the simplified management plan that is already part of the SFSP application.

The other changes effect site monitoring, closed enrolled site eligibility, Offer Vs Served for sponsors that are not schools, meal service time requirements, site caps, field trips notifications, and alternate meal service time approvals, will all be addressed throughout this presentation.

A presentation slide titled "Application Process" with a blue header. The slide content is on a white background with a blue and green wavy border at the bottom. It includes a bulleted list under the heading "Application" and a small icon of a document with a pencil in the top right corner.

## Application Process

Application

- Opened March 3<sup>rd</sup>
- Found online at: <https://dpi.wi.gov/nutrition/online-services>
- Need agency code & password to access
- Follow the [SFSP Application Manual](#) for step-by step instructions

OK – let’s get started with the 2023 application process. The application opens March 3<sup>rd</sup> for updates. You’ll access the application from our online services page, logging in with your agency code and password. For those of you that may be new to working with the SFSP and are unsure of what your agency code or password is, please reach out to one of us and we’d be happy to get that information for you. It is recommended that you reference the Application Instructional Manual to be sure we are all on the same page with expectations on how it is to be updated this year. If you like to follow along using the SFSP Application Manual, pause the presentation, and open up the Manual posted online.

## Application Process

**Application**

- Due April 10<sup>th</sup> if requesting an advance or USDA Foods
- Due May 5<sup>th</sup> if NOT requesting an advance or USDA Foods
- DPI will contact agencies within 15 days of receiving the application.
- All required additional documents must be uploaded prior to approval.
- Approval will occur within 30 days of a complete application.



Sponsors that prepare their own meals, purchase meals from a school, or a school that vends meals from a Food Service Management Company, can receive a one-time shipment of USDA Foods for summer. If your agency is eligible and you would like to order USDA Foods, submit your application by April 10th. It is also required by April 10th if your agency would like to request an advance in payment. If you are not interested in USDA Foods or an advance, the application is due May 5th. Once we receive it at DPI, we will take a look at it and respond back to you within 15 days and it will be approved within 30 days, once it is fully complete.

## Sponsor Application

**Highlights - General Info Page**

- Agency Name, Type, etc.
- Contact Information
- Beginning and Ending Dates
- Updated - Who prepares meals for SFSP?

Agency Name (Adams-Friendship School District)	Sponsor Type: Public
Federal Employer Identification Number (296000887)	County: Adams
Sponsor Status: (Friendship School Food Authority)	
<b>Agency Street Address</b>	
Street Address:	
City:	State (Wisconsin)
Zip:	
<b>Mailing Address (Enter even if it is the same as the street address listed above)</b>	
Street/P.O. Box:	
City:	State (Wisconsin)
Zip:	
<b>Authorized Representative</b>	
First Name:	Last Name:
Title:	Phone Number:
Email Address:	Extension:
Person Signing:	
<b>Secondary Contact</b> <input checked="" type="checkbox"/> Check if not applicable	
First Name:	Last Name:
Title:	Phone Number:
Email Address:	Extension:
<b>Intended Dates of Summer Food Service Program Operation and Meal Preparation Information</b>	
Program Start Date:	Program End Date:
Who prepares meals for the SFSP? <input checked="" type="checkbox"/> Sponsor employees/volunteers (Self-prep) <input type="checkbox"/> Contracted FSMC/Vendor (Vended)	
<input type="checkbox"/> Check if vended and Sponsor requests a waiver of the unitized meal requirement.	
Meal Provider Type:	
Provider Name:	

Now let's get to the first page of the Sponsor Application. When you log in, you'll put in your contact information and then the General Information Page will open. There is a lot of important information on this first screen that you will need to review and update. Be sure to review the name and contact information for both the Authorized Representative and the Secondary Contact person. These are the individuals we contact for everything related to the Program, so double check to ensure that email addresses have been entered correctly. The start and end dates on this page should reflect the first day you serve meals under the SFSP and the last day of meal service for the summer. When entering the site applications later on, all of those site start and end dates must fall within the start and end dates on this first page. If your program dates change, it is very important for you to update these dates to ensure you can get reimbursed for meals served. If extending your Program, the end date must be updated prior to the end date that was originally approved. In other words, we cannot back date SFSP application dates. That was something that we could do during the pandemic, but it is no longer the case.

Below the dates of operation is information on who is preparing meals for the Summer Food Service Program. We updated this section for the 2023 application to make it a bit easier to understand. Select either the Sponsor employees and/or volunteers prepare meals for the Program OR select that you have contracted with a Food Service Management Company or Vendor. The selection here is important because it could change the level of reimbursement that your Program receives. Just under that question, it asks you to check the box if you are vended and are requesting to waive the unitized meal requirement. There is a requirement that sponsors that purchase meals from a vendor, serve meals as a unit. If meals are served cafeteria style, you will want to check the box. And finally in this section, if your Program is vended, indication the type of vendor you are using. Select FSMC, vendor (such as a caterer) or a School Food Authority, which

means you are purchasing from a school and enter the name of that Provider. Again, the last 3 things in this section only apply if your Program is vended.

## Sponsor Application

**Highlights - General Info Page**

- Requesting USDA Foods
- Requesting Advances

**Check all that apply to your agency**

Applicant is requesting SFSP USDA Foods

Applicant is requesting advance payment for administrative costs

Applicant is requesting advance payment for operational costs

Applicant provides additional services to the area or community served by the Summer Food Service Program such as meal preparation services, program for elderly, meal services for families, etc.

Applicant / organization or any person working for the agency/organization has been terminated or has been severely reprimanded in the operation of the Summer Food Service Program or any Child Nutrition Program

Applicant expended \$750,000 or more in total Federal awards during the prior Federal Fiscal Year

Applicant plans to submit 2-4 weeks of advance notice to DPE to review. (New Sponsor must submit this notice)

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**Check all the USDA programs in which agency/organization participates**

None  Child and Adult Care Food Program  National School Lunch Program

School Breakfast Program  Food Distribution Program (Commodity)  Special Milk Program

**USDA Foods Product Information (List is not final)**

Description (per case)	Entitlement Value	Handling Fee	Processing Fee	Total Fees (per case)
Mixed Berries (Blueberries, Strawberries), Cups, Frozen, 96/4 oz. (110859)	\$44.47	\$3.48	--	\$3.48
Mixed Vegetables, No Salt Added, Frozen, 6/5 lb (111230)	\$22.86	\$4.00	--	\$4.00
Peach, Diced, Cups, Frozen, 96/4.5 oz (100241)	\$40.99	\$3.84	--	\$3.84
Strawberries, Diced, Cups, Frozen, 4.5 oz. (100256)	\$50.42	\$3.91	--	\$3.91
Beef Patties, Frozen, 221/2.17 oz (K434)	\$63.40	\$3.95	\$29.39	\$33.34

Remember to also update the SFSP Contact & Delivery info in the Wisconsin USDA Foods Ordering System by April 10<sup>th</sup>!

Further down on that same page you'll find an area that says 'Check all that apply'. This is where you will request USDA Foods and Advances. If requesting to order USDA Foods for summer, remember that you also must update the SFSP Contact and Delivery information in the Wisconsin USDA Foods Ordering system by April 10th. On the slide you'll see a snapshot of some of the USDA Foods that will be offered. For more information, please review the USDA Foods Resource located on our Materials & Resources page, under the Production Planning section.

Below, check all of the USDA programs in which your agency/organization participates in. This is participation at the sponsor level; the site level program participation may be different.

And the last item on this page, is a Description of the Method used to secure corrective action if problems are observed at the site. Within the description indicate plans for follow-up and explain when a site would be closed. Essentially, this is your agency's plan for taking corrective action when out doing site reviews. This year, you may want to update the statement based on the site monitoring follow-up guidance that we were required by regulations to provide to sponsors. We have new site monitoring forms that help you to identify problems that warrant follow-up within the current year and when it is necessary to do a site visit the following year. We'll discuss that a bit more when we review the site application requirements. And, of course, that process is reviewed in much more detail in the SFSP Monitoring E-learning Lesson and will be discussed at the in person SFSP trainings planned for this spring.

## Sponsor Application

**Highlights - Budget Page**

- Operational Labor = Site Labor Personnel Page Totals
- Total Admin Salary = Auto Populated from Admin Personnel Labor Page
- New Budget Calculator - SFSP [Materials & Resources Page](#), Program Reimbursement Section

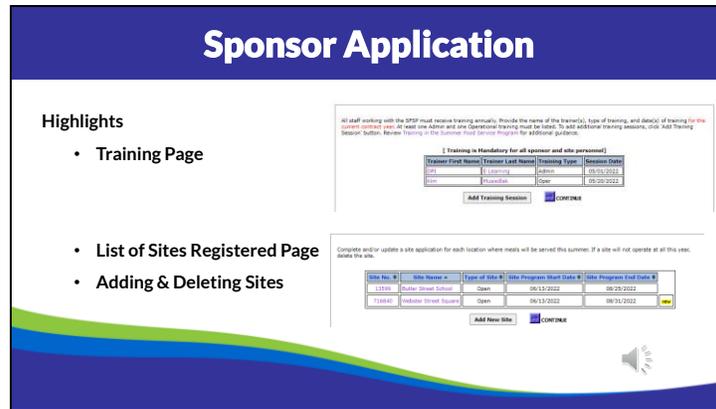
If you are following along in the Application Manual, note that we are skipping the Administrative Personnel page since there weren't any changes to it and move on to the Budget Page. During the pandemic we didn't look too closely at the budget submitted because things were changing so frequently. But we are now going to make sure that your budget is updated for the current summer program. To begin, please be sure that the budget submitted only reflects food service operation for the SFSP; not other food service programs or operations that may be occurring within your organization. Also do not include expenses that you do not intend to allocate the Program. A common expenses not allocated to SFSP is utilities.

The top is where you report the estimated income to be received into the Program. If the estimated reimbursement does not cover the estimated costs for the Program, be sure to indicate an additional source of income that will offset that loss. The operational budget includes food, non-food supplies, food service labor, kitchen and truck rental costs, equipment expenses and transportation costs related to delivering meals or transporting children to and from the site for meal service. The Total Labor Salaries within should equal the site labor costs that are entered on each of the site applications. I will show you what I am referring to a bit further into the presentation. Food service salaries for persons working at a central kitchen that is not a site and delivery personnel, should be recorded on the 'Other Operational Labor' line.

The bottom half is the Administrative Expenses. You'll see that the Total Administrative Labor will transfer over from a previous page. The remainder of the estimated costs must be entered.

The Financial Management resource posted on our Materials & Resources page will be helpful in determining what are allowable expenses and what documentation you need to

keep. We also have a new Budget Calculator that I think you will find helpful when estimating reimbursement and determining labor costs. You can find the Budget Calculator on the Materials and Resources page, under the Program Reimbursement section.



We'll move on now to the Training Page. As part of the application, we ask that you report the training sessions you have planned for both administrative and operational staff. There should be at least one session listed for admin staff and at least one for operational staff. There are a few things I just wanted to clarify about this page. One, we are asking for the name of the Trainer, not the persons being trained. So, there is no need to list all of your staff individually here. Number 2 – you can use the SFSP E-learning Lessons to train staff, but most likely you will need to have an additional training to cover specific details on how your Program will operate, especially for operational staff. So, in that instance, if you choose to use the E-learning for training operational staff, we'd expect to see another operational training date to cover specifics for your Program.

To update the information that is on this page, click on the name of the trainer and provide the 2023 dates. Please review the Training Resource for more information on what to train on and the documentation required.

The second image on the slide is the List of Sites Registered page. Here you will see all the sites that you had operating last year. Be sure that all sites that are not eligible are deleted. The pandemic will be ending officially in May, and we do not anticipate any changes in waiving site eligibility requirements. If you have eligible site applications and are unsure if they will serve meals this summer at the time you submit the contract, we will allow you to continue to keep the site in the contract with a start and end date of December 1st, 2023. That will hold the site application in the contract for later use.



## Site Application



**Highlights**

- **Monitoring-** Indicate if the site is new or experienced problems in the prior year.
  - Enter Pre-operational Visit date if new.
  - Enter Visit Date if new or problems in prior year.
  - Enter Review Date for all sites.
  - Enter the name of the person who will be responsible for monitoring the site

Provide Testator Sponsor Visit Date(s), Review Schedule and Monitor Information

[This site is new or experienced problems last year: ]

Date of Scheduled Preoperational Visit: [MM/CC/YYYY] <input type="text"/>	[Do not enter date if Not Applicable]
Date of Scheduled Visit: [MM/CC/YYYY] <input type="text"/>	[Do not enter date if Not Applicable]
Date of Scheduled Review: [MM/CC/YYYY] <input type="text"/>	[Must be completed prior to end of 4th week of sites operation]
Monitor First Name <input type="text"/>	Last Name <input type="text"/>

Next up on this same page is the monitoring schedule for the site. As mentioned previously, the monitoring requirements have changed, and DPI was also required to provide guidance on how to evaluate if the site needs a follow-up review during the current year as well as the following summer. Pre-operational visits are now required for new sites or sites that may have had facility issues that need to be checked on prior to service this year. Site visits need to be completed within the first 2 weeks of operation, instead of within the first week, for all sites that are new or were determined through the new assessment process that the site visit was required. All sites need receive a full review within the first 4 weeks of operation. Enter your monitoring plan for each site and include the name of the monitor. If you have multiple sites, be sure that the monitor can complete the monitoring as planned. For more detail information regarding the new monitoring requirements, check out the new monitoring forms and monitoring assessment within the Site Monitoring E-learning Lesson and the documents posted under Site Monitoring on the Materials & Resources page.

## Site Application



**Highlights**

- Offer Versus Serve no longer available to sites operated under a Non-school Sponsor
- DPI has submitted a request to allow non-school sponsors to continue using OVS.

Check if Sponsor requesting Meal Pattern Exception or Variation for this site. Submit detailed request in writing to DPI

Select Menu Planning System used to plan meals and Offer Vs Serve provision for SFSP Site.

Menu Planning System	
Breakfast	SFSP Meal Pattern ▾
Lunch	SFSP Meal Pattern ▾
Supper	None ▾

Offer Vs Serve	
Breakfast	No ▾
Lunch	Yes ▾
Supper	None ▾



This next change only applies to sponsors that are not schools. The new regulations did not include ability for non-school sponsors to implement the Offer Versus Serve provision. DPI did submit a waiver of this new requirement to allow non-school sponsors to continue using Offer Versus Serve. Unfortunately, we have not yet heard if the waiver was approved or not. So, for non-school sponsors, if you wish to continue to utilize the offer versus serve provision this summer, you can leave the OVS selection in the contract how it is; however, if we find out that the waiver has not been approved, you will need to go back into the contract and select 'No' and resubmit for approval. Other than that, there haven't been any other changes to this section of the site application.

## Site Application

**Highlights – Operational Labor Personnel**

- List all the operational type positions that work at this site.
- Can combine positions with the same title and similar pay. Combine hours for both positions and average the hourly wage, if slightly different.
- Positions that are not paid out of SFSP funds or volunteers should still be listed but indicate zero for the Salary Per Hour.



**Operational and Administrative Budget**

SFSP Operational Expenditures	Budgeted Operations Costs (\$)
Food	0
Other Operational Labor	0
Food Service Manager	0
Food Service Assistant	0
Cook	0
Dishwasher	0
Preparer, Kitchen or Food Service	0
Equipment Line (\$5,000)	0
Transportation (Vehicle or Fuel) (20444)	0
Transportation (Trailer or Fuel) (20444)	0
Other	0
<b>Total Budgeted Operations Costs</b>	<b>0</b>

**Summer Food Service Program 2022 Application**  
Food Service Operational Budgets by Site Information

**2020 - Author Street School**

**Operational Labor Personnel**  
Provide all labor personnel information for those who will be responsible for working at sites. To add new personnel click "Add Personnel" button. To stop personnel from this list select the person and click "Delete" button.

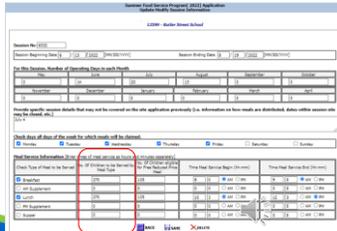
Title of Operational Position (Use Account Code, Volunteering)	Total Hours	Salary Per Hour (If Volunteer Labor - \$0.00)	Total Salary Amount For Program	Specify Food Service Budget	Start Date of Employment for the SFSP	End Date of Employment for the SFSP
Cook	440	15.00	6,600.00	Prepare Food (Preparer and Cook)	06/15/2022	06/25/2022
Food Service Assistant	220	12.00	2,640.00	Other SFSP	06/15/2022	06/25/2022
<b>Total</b>	<b>660</b>	<b>\$0.00</b>	<b>9,240.00</b>	<b>Total Counting</b>	<b>06/15/2022</b>	<b>06/25/2022</b>
<b>Total Salary</b>			<b>\$9,240.00</b>			

Next up is the Site Labor Personnel page. List all operational type positions, like the food service manager, food service assistants, cooks, dishwashers, etc., that work at the site. If you have more than one person in a position, you can combine the hours for the positions and average their hourly pay, if it's slightly different. To let us know you've done that, you can put the number of persons in that position behind the position title. If there are persons assisting with meal service that are not paid with summer food funds, you can list zero for the salary per hour. As mentioned previously, add up the totals from the of the sites and enter that amount on the Total Operational Labor line, on the budget page.

## Site Application

**Highlights – Session Page**

- Ensure dates of operation are within the dates entered on the first page of the site application.
- Delete all old information from the text box
- Ensure meal service times follow the new rules:
  - An hour must lapse between the end of one meal service and the beginning of another.
  - Breakfast must be served at or close to the beginning of the day and cannot be served after lunch or supper.



The screenshot shows a web application interface for a 'Session Page'. It features a table with columns for 'Meal Service Information', 'Days of the Week', 'Start Time', and 'End Time'. A red box highlights the 'Meal Service Information' section, which includes fields for 'Meal Type', 'Days of the Week', 'Start Time', and 'End Time'. The table contains several rows of data, including 'Breakfast', 'Lunch', and 'Supper'.

OK – we made it to the last page of the site application, called the Session Page. The session page provides the details such as the dates of operation, how many days within each month the site is operating that specific session, types of meal services being offered at the site, days of the week meals are provided, the estimated number of meals to be served daily, and the meal service times. Be sure that the dates on this page correlate with the dates on the first page of the site application, that the number of operating days by month are updated, and the days of the week and meal service times are correct.

A number of changes in the new SFSP regulations effect the information provided on this page. One, the new SFSP regulations now specify that if there is more than one meal service offered, an hour must lapse between the end of one meal service and the beginning of another. Two, the new regulations clarified that breakfast must be served at or close to the beginning of the day and cannot be served after lunch or supper. And finally, the regulations now state the Sponsors that have a Food Service Management Company or vendor, may update the site application to modify the maximum approved level of meal service, called the site cap, any time prior to the submission of the claim in which it would affect. The site cap is the Estimated Number to Be Served on the Site Application, session page. The site cap change does need to be approved by the DPI consultant prior to submission of the claim.

As always, it is very important that this information on this page is kept up to date. Sponsors cannot be paid for meal types that have not been approved, nor meals served on days of the week that have not been approved. In addition, meals served outside of the approved meal service time cannot be reimbursed, unless there is reason that is beyond the control of the sponsor and is then approved by DPI.

As a reminder, do provide separate sessions whenever there is a break of more than a week between service at the site or for camps, whenever you have a different group of children attending. Also, separate sessions if different meal service types are offered on different days of the week. For example, the site is serving breakfast and lunch Monday through Thursday, but then serves Lunch and a PM Snack on Friday.

## Documents to be Submitted

Documents – upload in PDF format

- Letter to the Health Dept - everyone
- Vendor Agreements
- Rental Agreements



Document	File Last updated	File	Upload / Update
Vendor Contract - Submit copy of the Invitation to Bid and Schedule of Bid Dates if required to formally contract			Upload
Amendment to Add Summer Food Service Program (SFP) and/or Child and Adult Care Food Program (CACFP) to the State Contract (only if SFP was included in original bid)			Upload
Letter to the Health Department			Upload

**CONTINUE**

[\[Sponsor Info\]](#) [\[Admin Personnel\]](#) [\[Personal Allowance\]](#) [\[Contract Management Responsibilities\]](#) [\[Sponsor Training\]](#)  
[\[Civil Rights Compliance\]](#) [\[SFP/CACFP Letter\]](#)

The application will keep track of the documents that need to be submitted for review and will then provide you with an area to upload them on the Documents to be Submitted page. Everyone will have at least one document to upload and that is the notification letter to the health dept. This is the notification requirement where you provide details regarding where meals will be served and prepared to the local health dept. For agencies that work with a particular health inspector, you can contact that person directly with the information. If you do not have a direct contact, use the contact information provided in the Application Process resource document. We also have a sample Letter to the Health Dept posted on our website, on the Materials & Resources page, under the Application Section. Other items that may be requested to upload is a vendor agreement, if you indicated on the first page of the Sponsor Application that your agency purchases meals from a vendor or Food Service Management Company. And if you indicated rental expenses in the budget, you will be asked to upload the rental agreements. Please be sure to convert your documents to a pdf file prior to uploading.

## Application Summary Page

Does this look correct? If not, go back to make corrections, prior to submission

Sponsor Start Date: 06/01/2022      Requesting USDA Foods: No

Sponsor End Date: 08/31/2022      Requesting an Administrative Advance: No

Meal Preparation: FSMC/ended      Requesting an Operational Advance: No

Site Name	Type of Site	Site Program Start Date	Site Program End Date	Session Start Date	Session End Date	Meals Served
Buller Street School	Open	06/13/2022	08/25/2022	08/25/2022	08/25/2022	Supper
Webster Street Square	Open	06/13/2022	08/31/2022	06/13/2022	08/19/2022	Breakfast, Lunch

**CONTINUE**

[\[Sponsor Info\]](#) [\[Admin Personnel\]](#) [\[Personal Other Work\]](#) [\[Budget\]](#) [\[Management Responsibility\]](#) [\[Sponsor Training\]](#)  
[\[Civil Rights Compliance\]](#) [\[Site\(s\) Listing\]](#) [\[Document\(s\) List\]](#)

At the very end of the application there is a page that summarizes some of the more important pieces of information provided in the application. Please review to make sure everything is correct. Everything at the top comes from the very first page of the Sponsor Application - so if you find the start and end dates are incorrect or you forgot to check that you wish to order USDA Foods, you will need to go back to the first page and make those corrections. The other information comes out of the site applications. Once you feel comfortable everything is correct, click on the continue button and submit your application. Once it is submitted the application will be locked for your DPI consultant to review. If you need to have it reopened to make further changes, please reach out to your assigned consultant and they can do that for you. Once it is approved, the application is open again, so if you need to make changes before operation or anytime throughout the summer, you can do that. It is not required that you print out your application, but sometimes sponsors will do that throughout the summer, especially when changes are made that would affect reimbursement so that they have documentation of what was changed and when. If you need directions on how to print the application, please reference the Application Manual.

**Next Steps**

**Update the Application by the Required Deadline**

- Ensure all documents are uploaded
- Update the SFSP Contact & Delivery Info in the Wisconsin USDA Food Ordering System – if needed

**Review SFSP E-learning, Material & Resources Page, and plan staff and site training**

WISCONSIN DEPARTMENT OF Public Instruction

2022 Returning Sponsor Info

Join the SFSP

Bulletin

Celebrate Summer

Claiming

Farms to Summer Program

Find a Summer Meals Site

Materials & Resources

Meal Planning, Nutrition Education & Activities

Outreach

Reimbursement Rates

Summer Meal Program

Summer Food Service Program - Materials & Resources

SFSP Requirements & Deadlines for 2022

SFSP Application Process

Sponsor & Site Eligibility

Documenting Participant Eligibility

Meal Service Requirements

Production Planning

Now that we have reviewed the application requirements for this year, please feel free to start updating your application beginning on March 3<sup>rd</sup>. Follow these guidelines along with the information provided in the SFSP Application Manual. Be sure to upload all of the required documents and also update the SFSP Contact & Delivery information in the Wisconsin USDA Foods Ordering System if you want to receive an order this year. Also, if you haven't done so already, register to attend a SFSP training or review the E-learning course.



OK – the last thing to cover is regarding field trips and alternate meal service time approvals.

We have developed a new system for reporting meals that will be taken on field trips. In order to receive reimbursement for field trip meals, sponsors must ensure that:

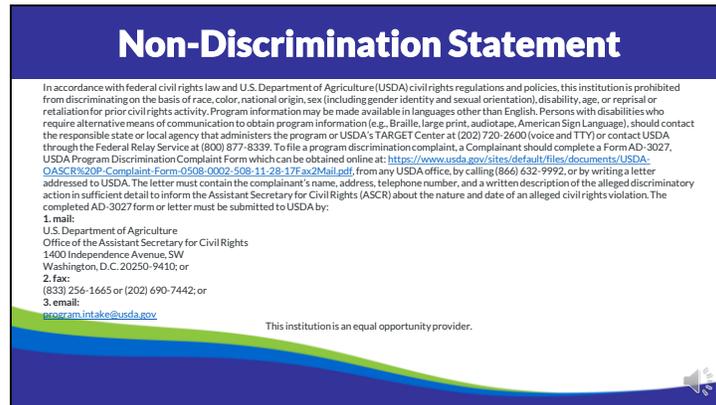
- ✓ Sites notify the sponsor ahead of time
- ✓ The Sponsor notifies DPI using the new [Field Trip Notification Form](#) prior to the field trip taking place.
- ✓ Meals taken on the field trip meet meal pattern requirements and are documented on a menu/production records
- ✓ Meals served are counted and documented at the point in which they are served, and
- ✓ The sponsor has a written policy and procedure addressing how meals are to be stored, served, counted, discarded, etc.

Open sites are to remain open to the community on field trip days, unless the site does not have the ability to continue meal service that day due to lack of staff to serve meals. If the site decides to close to the community on a field trip day, the sponsor is required to notify the community of the change in meal service and provide information about alternative open sites. If DPI determines that this process has not been followed, meals cannot be claimed.

DPI has also developed a process for sponsors to report unanticipated events that led to meals being served outside of the approved meal service time. If a sponsor wants to claim meals served outside of the approved meal service time, the unanticipated event must have been outside of the sponsor's control. These events include, but are not limited to: delayed meal deliveries, inclement weather that delays the start of the meal service, delayed public transportation utilized by the participants, and other incidents as deemed appropriate by the

DPI. Requests must be made soon after the event has occurred and prior to the submission of the claim affected by the event. Following submission of the form, DPI will contact the sponsor with an approval/disapproval of the request. With the exception of not being served during the approved meal service time, all meals must be reimbursable meals, supported with proper documentation, such as a menu, production records, and invoices, counted at the point of service, and served according to State and local health, safety, and sanitation standards.

DPI has the authority to disallow the meals if the sponsor does not notify DPI of the time change and/or it is determined that not all Program requirements have not been met.



**Non-Discrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g. Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fao2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

2. fax:  
(833) 256-1665 or (202) 690-7442; or

3. email:  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

Thank you for listening the webinar! Please reach out to us if you have any questions about updating you SFSP application for the 2023 summer.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](https://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

